

HELP! HOW DO I BEGIN?

Teacher-Librarian Induction

Administrative Roles of School Library Personnel

School Level Non-instructional Staff – All school libraries require the services of a library technician and regular clerical staff. This staff allows the teacher-librarian to fulfill the instructional role in the school library program.

Library and Information Technician responsibilities in a school library depend upon the size of the library, and the manner in which responsibilities are assigned. These responsibilities include:

- carrying out any or all of the functions outlined earlier for technicians who work at the school division level
- operating all the technology in the school library, assisting students and teachers to do the same, and handling minor technical problems
- creating booklists, exhibits, presentations, and handouts to encourage library and resource use
- handling reference questions.

Library Assistant or Clerk responsibilities in a school library include:

- providing basic assistance to students and teachers such as helping them locate items in the collection
- handling circulation, and processing overdue lists
- entering local holdings into the automated system where the cataloguing has been done at a central services location
- handling interlibrary loans within and outside the school division
- shelving resources, shelf reading, and keeping the library facility organized
- maintaining resources in good repair which includes mending materials and replacing missing pieces of kits
- recording new issues of magazines when they are received from the publisher
- operating audiovisual, duplicating, and computer equipment and carrying out preventative maintenance as required
- setting up displays that promote literacy and encourage school library use
- performing routine clerical functions such as maintaining statistics, typing reports, filing, and answering phones.

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